COLORADO SPRINGS
OLYMPIC CITY **USA**

Job Title	Crime Analysis Manager	FLSA Status	Exempt
Band	MGR	Probationary Period	12 Months
Zone	3	Job Code	12609

Class Specification – Crime Analysis Manager

Summary Statement:
The purpose of this position is to develop, implement and manage professional level analytical services to the Colorado Springs Police Department. This is accomplished by maintaining knowledge of data mining, research methods, statistical analysis, and data aggregation; presenting research findings to executive staff; developing and evaluating analytical methodologies specific to the identification of crime patterns; preparing statistical reports; performing administration of various databases; staying current on latest criminological research; providing ongoing management of departmental intelligence analysis functions; overseeing the unit's volunteer and student intern program. Other duties include staying current of state and federal regulations related to intelligence analysis; implementing new technology; and participating as a member of the forms and data standardization committee.

Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
75%	Manages and supervises the criminal intelligence section and staff by directing operations and activities; participates in establishment, monitoring and completion of crime analysis goals; reviews analytical methods and researches current practices and methodologies to make recommendations for improvement and implementation; determines appropriate work assignments and track progress; provides high-level assistance with various projects or database support; provides insight of all statistical analysis and crime specific research.
15%	Participates in meetings and collaborations by attending and providing technical assistance for technology project related information. Attends and presents for executive staff meetings for all operations; participates in departmental special projects; supports academic projects and collaborations; and facilitates multiagency meetings including outside law enforcement.
10%	Manage, mentor and develop the crime analysis personnel; identifies and remedies staff issues; create performance standards and monitors progress towards objectives; prepares unit budget and monitors expenditures.

1

Job Title	Crime Analysis Manager	FLSA Status	Exempt
Band	MGR	Probationary Period	12 Months
Zone	3	Job Code	12609

Competencies Required:
Human Collaboration Skills**:** Communications are highly sophisticated and involve final decisions or recommendations regarding policy development and implementation. Interactions with others outside the organization may be stressful, negative and require high levels of tact or persuasion to gain cooperation and acceptance of ideas.
Reading: Advanced **-** Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Math: Advanced **-** Ability to apply fundamental concepts of theories; work with advanced mathematical operations methods and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.

Technical Skills Required:
Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.
Education: Bachelor's degree from an accredited college or university with major coursework in criminal justice, behavioral science, social science or a related area of study.
Experience: Five years of full-time, professional statistical and/or research analysis experience, including two years of administrator and/or supervisory experience.

Education and Experience Equivalency:
One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Job Title	Crime Analysis Manager	FLSA Status	Exempt
Band	MGR	Probationary Period	12 Months
Zone	3	Job Code	12609

Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the follwing certifications and/or licenses required in accordance with standards established by departmental policy.

Colorado Driver's License	Upon start date

Supervision Exercised:

This classification requires managing and monitoring work performance by directing subordinate supervisors, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.

Supervision Received:

Receives Limited Direction: This classification normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

Fiscal Responsibility:

This classification prepares accounting, budget and employment actions, purchasing documents, and does research to justify language used in documents. May recommend budget allocations.

Physical Demands: Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never

Revised: N/A

Job Title	Crime Analysis Manager	FLSA Status	Exempt
Band	MGR	Probationary Period	12 Months
Zone	3	Job Code	12609

Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: IBM iBase, Microsoft Sequel, Microsoft Office, Bair Analytics, NCIC and CJIS systems, New World Lerms, CLEAR, Coplink, Cadmine, and Adobe Professional.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: March 2023

Revised: N/A